### **Charles.Reeves.ETHICS**

From:

Sanettria Pleasant

Sent:

Friday, July 23, 2021 3:46 PM

To:

Charles.Reeves.ETHICS

Subject:

DOTD Disqualification Plan District 03 - K. Melancon.doc

**Attachments:** 

Disqualification Plan - DOTD District 03.pdf

Hi, Charles.

DOTD must fill a vacancy by September 1, 2021, or face having to re-post the vacancy. Is there any chance that your agency will grant an exception and place this item on the Ethics Board's August agenda?

If that is not possible, will you grant an exception for submission by July 22, 2021, for the September agenda?

## Sanettria "Sam" Glasper Pleasant

Attorney Supervisor
Construction Unit
Louisiana Department of Transportation and Development

Telephone: 225-379-1022

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# Office of the Secretary PO Box 94245 | Baton Rouge, LA 70804-9245 ph: 225-379-1200 | fx: 225-379-1851

John Bel Edwards, Governor Shawn D. Wilson, Ph.D., Secretary

#### **FAX COVER SHEET**

DATE:

July 23, 2021

TO:

Louisiana Board of Ethics

FROM:

Sanettria "Sam" Glasper Pleasant

Attorney Supervisor - Ethics Liaison

FAX:

225-381-7271

RE:

La. R.S. 42:1112 and La. R.S. 42:1119 Disqualification Plan

Louisiana Department of Transportation and Development

NUMBER

OF PAGES: 6, including fax cover sheet



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July 23, 2021

Louisiana Board of Ethics P.O. Box 4368 Baton Rouge, LA 70821 Fax: 225-381-7271

Re: La. R.S. 42:1112 and La. R.S. 42:1119 Disqualification Plan

Louisiana Department of Transportation and Development – Kim Melancon

Mr. Kim Melancon is employed as Highway Foreman 1 in the Louisiana Department of Transportation and Development's ("DOTD") District 03. DOTD's District 03 is located in Lafayette, Louisiana. Mr. Melancon has been in the Highway Foreman position since August 17, 2018.

Mr. Melancon's wife, Lynette Melancon ("Mrs. Melancon"), applied for the position of Administrative Coordinator 4 within DOTD's District 03. Mrs. Melancon meets the qualifications for an Administrative Coordinator 4 and DOTD would like to hire Mrs. Melancon.

#### Job Duties

The duties of a Highway Foreman 1 include, but are not limited to, supervising a crew engaged in repairing and maintaining bridges in an assigned area; supervising and directing the activities of a large road and striping crew engaged in applying center line and no passing strips on state highways; supervising all fleet operations in an assigned area; inspecting and supervising the maintenance and repair of levees in a large assigned area; instructing subordinate leaders daily as to the site and nature of work; maintaining buildings, grounds, roads, reservoirs, equipment and pumps; inspecting and supervising maintenance and repair of wharfs, sheds, roadways, ramps, and other members of a port involving building new roofs, installing built up roofing; laying new decking; demolishing old structures; building levees; acting as inspector on contract construction or maintenance projects; pouring concrete; placing reinforcing steel; chipping, brushing and scraping, and painting steel under wharfs; and preparing reports covering such items as equipment and materials used and job costs.

The responsibilities of an Administrative Coordinator 4 include, but are not limited to, performing responsible, initial departmental-program duties in accordance with rules, regulations, and policies; communicating with other DOTD departments, customers, etc.; serving as clerical assistant to a manager, which could include keeping appointment schedules, preparing travel, and issuing directives to others on the manager's behalf; and timekeeping responsibilities other than approval of time, such as entering personal time or that of staff and payroll entries.

To avoid a violation of La. R.S. 42:1112 and La. R.S. 42:1119, DOTD is requesting approval of the following disqualification plan:

Mr. Melancon shall not participate in any transaction or appointing authority duties involving Mrs. Melancon, including, but not limited to, approving leave, signing performance evaluation documents, and recommending hiring/promotions. Additionally, Mr. Melancon shall not perform any functional supervision of Mrs. Melancon at any time. Functional supervision includes, but is not limited to, determining work assignments, training, reviewing work, and approving work.

Entry of staff time/payroll is among the duties of an Administrative Coordinator 4; however, Mrs. Melancon shall not engage in any entry of time or payroll activities for her husband, Mr. Melancon. Betty Malbrough, Administrative Coordinator 4, shall handle all necessary time or payroll entries for Mr. Melancon.

Attached is an organizational chart showing Mr. Melancon's position and the vacant Administrative Coordinator 4 position within District 03. At all times, Parish Highway Maintenance Superintendent, Alexon Courville, will supervise the Highway Foreman 1 and Administrative Coordinator 4 positions.

State Civil Service rules require DOTD to fill the Administrative Coordinator 4 vacancy by, September 1, 2021, which is just before the Ethics Board meeting in September 2021; therefore, DOTD is requesting a waiver of the June 24, 2021, deadline for the submission of this item for placement on the meeting agenda for August 5, 2021, or August 6, 2021. Please place this disqualification plan on the agenda for consideration at the August 2021 Ethics Board meeting.

Please contact me at (225) 379-1022 if you need any additional information for consideration and approval.

Sincerely

Sanettria "Sam" Glasper Pleasant Attorney Supervisor – Ethics Liaison

" Shall

Sanettria.pleasant2@la.gov

Attachment

Date/Time: 07/13/2021 14:14:05

## 50021756-D03/G580-MAINTENANCE/RD MAINT

80021716-003/0580-MAUYTENANCE/RD MAINT
E9009616-PARISH KWY MAINT SUPT
ALEXON COURTVILLE
WS-217
JOSH 00134120

60021766-DGSIGNIG-MAINT ENANCERD MAINT D012065E-HIGHWAY FOREMAN ( RCDNEY POINER & Parsil VVS-215 Jobi 0312040

10021796-003G90-MAINTENANCE/RO MAINT
00139204-ROAD90 DOVEL-HERBIG APPLC
VACANT POSITION
WS-213 Job# 00155460

(0)

Date/Time: 07/13/2021 14:14:05

## 50021756-D03/G580-MAINTENANCE/RD MAINT

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50021716-003/G586-MAINTENANCE/RD MAINT 00008749-HIGHWAY FOREMAN 1

KIMI MELANCON WB-215 Pers# Job# 00128940

60021766-003/G680-MAINTENANCE/RD MAINT

BOOKBETS MOBILE COUP OPER LINEAVY

RANDY LATIOLAIS Pers# 00286990 Job# 00102880

WS-213

80021786-D03/G580-MAINTENANCE/RD MAINT 00122149-MOBILE EQUIP OPERATOR 2

PAIR BATISTS 2F WS-210 Persa 00334643 Job# 00103440 V/S-209

Pers# 00321682 Jabii 00103460

50021756 D03/G886-MÄINTENANCE/RD MAINT 60009604 MOBILE EQUIP OPERATOR 1 MORROUS BOUDREAUX

50021756-003/G580-MAINTENANCE/RID MAINT 50194036080440025958 VACANT POSITION

50021756-D03/G560-MAINTENANCE/RD MAINT 00016340-MOBILE FOUR OPERATOR 1 ANTHONY SONNIEA Y/S-209 Pers# 00331801 Josef 00103460

50021756-D03/G58G-MAINTENANCE/RD MAINT PROTACOS MODELE EQUIP OPERATOR 2 ALBERT WILLIAMS 3 WS-210 Persil 00323816 Josef 00103440

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## 50021756-D03/G580-MAINTENANCE/RD MAINT

S0021766-D03/GS80-MATITEHANCE/RD MAIN DOT26855-RIGHWAY FOREMAN 1

50021768-D03/G586-MAINTENANCE/RD MAINT

00009821-MOBILE EQUIP OPERATOR 2 ALLEN PRICLIPS JI WS-210

Perss 00331335 John 00103440

50021756-083/G580-MAINTENANCE/RD MAINT 00010521-MOBILE FOUR OPERATOR 1

LAWRENCE ABBAHAM W6-209

Persi 00323025 Jobi 00103480

60021766-D03/C680-MAINTENANCE/RD MAINT

90012732-MOBILE EQUIP OPERATOR 2

JEREMY JACOB WS-210 Perse 00337139 Jabe 00103440 50021756-0036CS86-MAINTENANCE/RO MAINT SECRETAR MODELS COURT OF BATOR I

X VACANT POSITION WS-200 Job# 00103460

50021756-D03/G580-MAINTENANCE/RD MAINT 00120615-MODILE EQUIP OPERATOR 2
GLIBERT WILTZ Perso 0033
WS-210 Junio 0010

Persa 00339018 Job# 00103440

DELTAKE MODELE DOGE OFFICE X VACANT POSITION WS-210

50021756 D03/G580 MAINTENANCE/RD MAINT